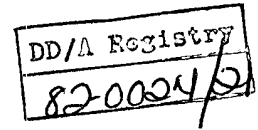


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29 MAR 1982

MEMORANDUM FOR: Deputy Director for Administration
VIA: Director of Security
FROM: Chairman (C) 25X1
ADP Systems Security Panel
SUBJECT: Estimated Timetable for ADPSSP Activities (U)

1. The first meeting of the ADP Systems Security Panel (ADPSSP) was held on 24 March with representatives of the Offices of Security, Communications, Research and Development, Data Processing and Information Services as well as of the Information Handling Systems Architect Staff and of the Information Systems Management Staff/DDO in attendance. The goals and objectives of the panel were discussed, background information distributed and first tasking assignments announced. 25X1

2. A schedule for panel activities was also proposed to the panel members. In response to the request of paragraph 3 of the attachment, this schedule is presented for your information as follows:

- a. 24 March - Initial meeting
- b. 7 April - Submission of Problem Statements from members to Panel Chairman based on their perspectives.
- c. 14 April - Meeting to discuss ISSG first attempts to fold individual submissions together.
- d. 28 April - ISSG Strawman Paper for distribution and coordination.
- e. 5 May - Completion of coordination and comments from involved offices.
- f. 19 May - Report to DDA.

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3. For your information, we are strongly considering invitations to a number of other components or current consultants who we believe would have contributions to either the problem or solution statements. In some cases discussions with individuals from these offices would be conducted off-line by the Panel's members. In other cases, such persons would be invited to meet with or address the panel on specific topics. The broadest possible perspective on the problems and the program for their solution should be obtained by this method.

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17 FEB 1982

MEMORANDUM FOR: Director of Security


FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Automated Data Processing Systems Security Panel

1. In accordance with Recommendation 21 of the Inspector General's report regarding the Office of Security, it is requested that you designate the Chief, Information Systems Security Group (C/ISSG), Office of Security, to head up a panel to address the security aspects of the Agency's automated data processing systems. The panel should consist of appropriate representatives from the following components: Office of Communications, Office of Data Processing, Office of Research and Development, Information Management Staff (Directorate of Operations), and the Agency's Information Handling Systems Architect. Chief, ISSG may wish to select additional representatives from other concerned Agency components to assist him on the panel.

2. The panel should initially review and consolidate activities and studies which have already been undertaken on the subject of ADP security in the past. It should then develop a proposed comprehensive ADP security program for the Agency which delineates the roles and responsibilities of the various Agency components involved in this arena. Finally, the panel should develop a plan for implementing its proposed program.

3. The panel should, as soon as feasible, provide a written report to me which contains realistic time frames for the accomplishment of its tasks.


Harry E. Fitzwater

cc: EXDIR
IG
D/ORD/DDS&T
C/IMS/DDO
IHSA
D/OC
D/ODP
D/OIS

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